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Announcement for Editorial Services

The California State Auditor's Office (office) is currently seeking editors interested in working with the office on a contract basis to provide editorial services. Those selected to join our pool of editors may receive from 0 to 6 offers for editing work per month depending on the needs of the office. Assignments, which vary in length and complexity, generally require from 4 to 32 hours and are completed online.

Desired Qualifications:

- Previous editing experience, particularly developmental or book editing strongly preferred.
- Experience in teaching writing skills.
- Graduate level education. Master's degree in English preferred.
- Excellent understanding of grammar, sentence structure, punctuation, and style.
- Ability to spot flaws in organization or reasoning.
- Good communication skills, both written and verbal.
- Flexible scheduling.
- E-mail, fax, and use of Microsoft Word 7.0 and Excel 7.0 required.

Only the most qualified will be selected. If interested, please submit a resume and cover letter by November 30, 2010 to:

California State Auditor
Attn: Ana Clark, Manager of Fiscal Services
555 Capitol Mall, Suite 300
Sacramento, CA 95814

Or send the documents electronically to AnaC@bsa.ca.gov.

Background

The California State Auditor's Office (office) conducts numerous audits, evaluations, and investigations and issues approximately 30 reports each year. The reports disclose the results of those reviews and make recommendations to decision makers that if implemented, improve government operations. Getting the message across in a clear and concise manner is a must. The office contracts with various editors each year to provide editorial services to ensure reports are well-organized and clear, contain direct prose, are consistent with the office's style, and are free of grammatical errors and other distracting problems.

Typically, each report the office issues undergoes three edits. During this process the contract editors critically review the report for logic, clarity, organization, development, grammar, language, punctuation, style, and consistency. Following are the three types of edits the office currently uses:

Organizational Edit—During this edit, the editor provides input on the very rough draft of the report regarding the logic of the organization within the chapters and sections, ensuring the information is in the right place, and the writers have not included too much or too little information to support key points. At this point, the assigned editor advises the audit team on the use of graphics, such as charts, tables, or text boxes, to better convey information.

Content Edit—This is the most crucial edit. At this stage, the team will have most of the work and report complete. The editor concentrates primarily on paragraph structure and development, clarity, sentence structure, word use, grammar, consistency, and style. She or he also reviews graphics for any errors, inconsistencies, or relevancy.

Fit and Finish Edit—During this stage, the editor performs a final check of grammar, punctuation, capitalization, and consistency of style.

The editors we contract with may also assist with developing writing prompts for the writing assessment tool the office uses during the hiring process. Some of our editors are involved with reading the essays and evaluating candidates' writing and analytical skills. They identify candidates' writing strengths and weaknesses in five specific areas: content, organization, use of language, sentence structure, and grammatical mechanics.

For additional information, please contact Ana Clark at 916-445-0255.